

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CAAG-SP

29 March 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2010-25 - Expires 12 April 2010

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. This position is a temporary backfill through 11 July 2010 for a service member currently serving on Federal Active Duty. A temporary appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. *The service member selected for this position will be paid at their federal, retired, or California State Military Reserve pay grade, not to exceed E-6.* This vacancy announcement will expire on 12 April 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	Emergency Shelter Program Assistant Operations NCO (SAD E-6)
b. EMPLOYMENT LOCATION:	Joint Force Headquarters, Sacramento, CA
c. PROJECTED EMPLOYMENT DATE:	26 April 2010
d. SELECTING SUPERVISOR:	Director, Office of Government and Public Affairs

3. The basic qualification requirements are:

- a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of E-5 through E-7 may apply.
- b. Education/Experience: Completion of military education and civilian requirements commensurate with the grade of the applicant is required.
- c. Must have a minimum of two years experience in program management.
- d. Military Assignments: Assignments appropriate to the grade of the applicant.
- e. Communication Skills: Must possess excellent written and verbal communication skills allowing the ability to communicate effectively with individuals at all levels in the legislature, community and military organizations.
- f. Must be familiar with California National Guard operations and organizational structure.
- g. Must be proficient in Microsoft Windows XP and Windows Vista, with a working knowledge of the Microsoft Office features of Word, Excel, Outlook and Power Point.
- h. Extensive knowledge of principles and practices of modern methods of program management with special emphasis on administrative, fiscal, budget preparation and control, personnel (both military and civilian), procurement, and problem-solving skills.
- i. Have the ability to reason logically; evaluate, develop and implement new and revised methods and procedures; analyze data and present ideas and alternatives effectively; take appropriate and effective action when necessary; and plan, organize and direct the work of others.

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j. Must be able to be on call and/or work 24 hours a day, seven days a week, during times of crisis and emergency situations, without additional compensation.

k. Must be able to travel extensively, in and out of state, when required.

l. Must possess a valid state driver's license. ***Attach a copy of your current driver's license.***

m. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.*** If a current member of the California State Military Reserve or a Retired California Army/Air National Guard service member, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

n. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

4. Desirable qualifications include:

Associate or higher secondary degree is recommended. ***Attach certification of highest level of civilian education.***

5. Principal duty functions:

Incumbent works under the guidance and direction of the Emergency Shelter Program (ESP) Operations Sergeant Major, Office of Government and Public Affairs, and is responsible for the daily operations of the Emergency Shelter Program. Other responsibilities include:

a. Plans, coordinates and monitors the routine functions of the ESP for the California National Guard (CNG) at designated armories, to include coordinating with and providing guidance to senior fulltime armory employees (AGR), supervising CNG ESP personnel employed on State Active Duty (SAD) as Armory Supervisors, and coordinating program requirements with participating county and city agencies and local service care providers.

b. In addition to the armories identified by Section 15301, Government Code for the ESP, develops a plan for the use of alternate armories as may be necessary to meet the operational needs of the CNG.

c. Incumbent must have a working knowledge of the Joint Force Headquarters and National Guard units to insure correct supporting agencies are aware of the National Guard's day-to-day operations that could impact shelter operations.

d. Through the National Guard chain of command, works within the command structure, day-to-day manning of the armories.

e. Sets the standard of military bearing and enforces that standard among the soldiers who support the program and the soldiers who represent the units at shelter level.

f. Interprets, stays current, and insures compliance with the ESP Standard Operating Procedure (SOP).

g. Meets with all elements involved with the ESP, internal and external to the CNG, prior to the beginning of each shelter season to establish and coordinate operational protocols.

h. Coordinates the preparation and finalization of armory license agreements. Identifies, selects and processes ESP Armory Supervisors to oversee activities.

i. Plans and conducts training classes for ESP Armory Supervisors. Ensures payrolls for ESP Armory Supervisors are submitted in an accurate and timely manner.

j. Oversees the preparation of consolidated ESP daily armory usage and client tracking reports.

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k. Coordinates ESP related armory repairs with Area Coordinators, Facility Managers, fulltime armory employees, and county and/or city agencies as appropriate when the ESP/Operations SGM is not available.

l. Assists the ESP/Operations Sergeant Major with cost analyses and budget preparation. Tracks operational budget to insure all fees are paid and that soldier payments can be made.

m. Prepares after-action reviews at the conclusion of each ESP season.

n. Other duties as assigned.

6. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on 12 April 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (29 Mar 10)

JEFFREY W. MAGRAM

Lieutenant Colonel, CA ANG

Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed the application form?	
Have you attached a copy of your current driver's license?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached verification of your military and civilian educational certificates?	